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Class. CHANGED TO: TS S 0

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Date: By:

*Machinists*

BUSINESS MACHINES SERVICE - Major Projects Completed from November 1956  
through May 1957

1. Study of Electronic Data Processing Machines for DD/S Accounting Requirements -

Recommended that Feasibility Studies of Supply, Personnel and Fiscal Accounting requirements be made to determine if EDPM could be advantageously applied. Recommendations were approved. Study of Supply Accounting now in progress in Office of Logistics. Two machine technicians from Business Machines Service are assigned to the Study Group. Interim progress reports on findings indicate substantial savings in personnel costs will be gained.

2. Test of Prototype Microfilm Reader-Recorders -

Arranged with [ ] to test STATINTL engineering models of a microfilm viewer which will automatically produce immediately useable prints of selected images in a matter of seconds. Tests have been successful. Nineteen production models have been ordered. Substantial savings in personnel time and space are anticipated through use of these machines in both individual and systems applications. Production models are expected late 1957.

3. Mechanization of Personality Name Trace and Document Retrieval Problem RI/DD/P -

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Worked with the [ ] DD/P, in the investigation of various means of mechanizing the problem of name tracing and document retrieval in DD/P. Of all the machine possibilities investigated, equipment under development by [ ] were found to STATINTL be most feasible. Research and development proposals from these two companies are now under consideration.

4. Automatic Preparation of Personnel Forms 50 and 52 -

A Flexowriter application was developed and approved for the automatic writing of Personnel Forms 50 and 52. A tape by-produce will also be used for automatic punching of Personnel Statistical Cards. Resultant savings include the elimination of 75% of the typing time now expended in Agency-wide preparation of Form 52, 140 key-punching hours a month, and intangible clerical time savings through greater accuracy of records. Equipment received in May 1957, is now being installed.

5. Automatic Preparation of Supply Requisitions and Purchase Orders -

Flexowriter application for automatically writing Supply Requisitions, Invitations to Bid, Purchase Orders and Receiving Reports was developed and approved. Resultant savings include elimination of three separate typing operations for all forms, controlled accuracy of purchase of supply items, elimination of manual key-punching operations, and faster delivery of stock items. Equipment for this application will be delivered in June 1957.

6. Office Space Saved by Microfilm Application -

Developed and recommended procedures for microfilming of Industrial card file, Industrial Register, OCR. Net benefits when installed include recovery of 1,925 sq. ft. of office space, and by production of duplicate film record for vital document purposes.

7. Savings Resulting from Review of Microfilm Requisition and Projects -

Twenty thousand three hundred dollars saved on requisitions for purchase of equipment and \$6,000 annual savings through review of OCR microfilm project (see para. 6).

8. Equipment for DD/P Machines Index Service -

Concurred in the purchase of equipment for automatically producing Personality Index Cards for field Stations. Production of these cards will be a by-product of preparing like cards for RI Index Field. It is estimated that the equivalent time of 50 overseas personnel will be saved when procedure is in full operation.

STATINTL 9. IBM Methods Applied to [ ] Project -

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Determined that punched-card methods should be used in Staff-D [ ] [ ] Project, to exploit data collected. Expedited the delivery of necessary equipment and training of employees. The use of punched-card method has saved substantial regular and overtime man-hours.

10. Use of Outside Punched-Card Service -

Made arrangements with Census Bureau to punch IBM cards on a Service Bureau fee basis for unclassified jobs in the DD/P and DD/I Areas. The work performed by Census Bureau released four operators for classified work in the DD/I Area and made possible the processing of 300,000 cards for the DD/P [ ]

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11. Savings Realized by Use of Computer- [REDACTED]

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Studied requirements and concurred in the need to purchase an ALWAC Computer for use in the [REDACTED] project. The Computer will be applied in particular to the solution of special resection and control extension problems. If the Computer were not used, it would be necessary to hire fourteen Comptometer operators at a GS-4 level to meet the computing requirements. The cost of the Computer and first year installation costs will be saved in eighteen months. Thereafter, a saving of \$49,000 a year will be realized.

12. Electronic Data Processing Machine Training -

Attended three separate American Management Association seminars on the application of Electronic Data Processing machines to accounting problems. The information obtained at these seminars are proving to be of great assistance in connection with the feasibility studies now being made in the DD/S Area.

[REDACTED] STATINTL